RFP # 0641-221
Conference Management
Amendment No. 1
Questions and Answers

DSHS answers to Bidders' questions submitted as of October 4, 2006 are answered in this document labeled as RFP # 0641-221 Amendment No. 1. Amendment No. 1 is incorporated herein by this reference to the Request for Proposals (RFP) #0641-221.

Amendment No. 1 may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit. Therefore it is important that bidders review all questions and answers and not just those that they may have submitted. Questions have been written in this amendment exactly as were received from potential bidders.

1. How important is it that the individual be a Certified Meeting Planner? I have planned numerous conferences and meetings but am not certified. Please advise.

   DSHS Answer: DSHS requires the event planner to be certified.

2. What are the exact dates of the event?

   DSHS Answer: March 26-27, 2007.

3. Does the funding of $45,000.00 allow for estimated expenses to be built into the Cost Proposal section of the RFP? These expenses might include floral, signage etc.

   DSHS Answer: The total cost <u>can not</u> exceed $45,000.00, including any built in costs.

4. Can the references portion (Proposal section 1, part 3) be the same as (Proposal section 3, part 5) which refers to listing prior conferences for whom services have been provided?

   DSHS Answer: Yes.

5. Can we bullet point for the cost narrative or would you rather that be in paragraph form?

   DSHS Answer: Bullet point is preferred.

6. If there are services that are out of the general scope of work can we list those? An example might be a way to bolster attendance numbers, etc?

DSHS Answer: Yes.

I do have a few questions specific to the "Design Home Page Website" section of the Project Scope. This is possible, however, our company is not in the business of building websites so we would have to outsource this piece. We are fully capable of managing that part through our IT department.

7. Would DSHS have a design (Look and Feel) that you'd want us to use? If so, what will it look like?

   DSHS Answer: No.

8. Is DSHS going to provide the Graphics for the site or are we responsible for creating them?

   DSHS Answer: The Contractor is responsible for creating the Graphics in consultation with DSHS.

9. Would this page be hosted on a DSHS site or another?

   DSHS Answer: Another site.

10. If it is hosted on a DSHS site, what kind of server would this be?

   DSHS Answer: See answer to question 9.

11. Please elaborate on the piece "automated subscribe and unsubscribe" portion. Would this be for those you are soliciting/inviting to attend the conference to be able to opt out of future e-mails/mailings?

   DSHS Answer: Automated subscribe and unsubscribe is soliciting and inviting individuals to attend the conference while also allowing them to opt out of future e-mails/mailings.

12. Please elaborate on how the mailing list will be part of the website and what this entails.

   DSHS Answer: DSHS will provide a mailing list to the Contractor. The Contractor will place this information on the website. This portion of the website will be accessible only by the Contractor and DSHS.

13. For the purposes of this RFP, what is the definition of a "certified meeting planner"?

   DSHS Answer: A certified meeting planner or professional has been certified by the Convention Industry Council. They have taken and successfully passed an examination which depicts a level of knowledge and performance necessary in order to obtain certification. This certificate designates industry-wide recognition.

14. What certification or other documentation is necessary to demonstrate qualification as a "certified meeting planner"?

   DSHS Answer: The only acceptable documentation is from the Convention Industry Council bestowing CMP upon an individual.

15. Would experience successfully planning conferences, meetings and other events be considered sufficient documentation?

   DSHS Answer: No